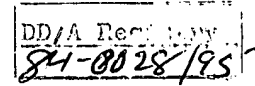
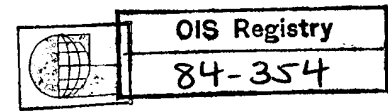


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MEMORANDUM FOR: Deputy Director for Administration

STAT FROM:

Director of Information Services

SUBJECT: Assignment of DA Offices to New Building

Harry:

1. I hope you will forgive me for sending you this note, but I owe it to this Office and to my employees to protest in the strongest possible way the insulting decision that has been made at a lower level that not only will OIS not be located in the new building but, worse, it will be assigned to the basement of the old building. I simply don't have the heart to tell my people that this is the plan, even if it is tentative, because it will confirm what they have long felt about the attitude of others toward OIS and its work.

2. Ever since I arrived here, I have tried unceasingly to improve the image of OIS both in the minds of others and in the minds of our careerists. I have worked hard at convincing them that what they do is important to the entire Agency and that their standing within the Agency and within the DA is as strong and as high as anybody else's. More importantly, I have been able to convince them that you too believe this; as evidence of your support they have seen with great pleasure that on many occasions this past 11 months you have put your money where your mouth was. You have responded quickly and generously to each of our requests for funds and support. The result of all my efforts and your support has been exhilarating; OIS has really started moving significantly, and we are eagerly looking ahead. I also believe that our people are holding their heads high, with a pride in their career subgroup that was never achieved before. When they hear about our new office space as compared to the other D/A offices, there is little question that the old feelings of being second class citizens will be resurrected.

3. Now I understand that there might not be enough space to meet all of the requirements. What offends me is the apparent way it was decided that our Office is the one that does not fit and, despite the quality of

the quarters assigned to other D/A offices, to put us in the basement. I want to continue to believe that we are equal to the others in the D/A notwithstanding the nature of our work and that our needs, both psychological and physical, should be as fully considered as others. You can imagine, therefore, how I felt when I heard Pam discuss her allocation of space to ensure that the Office Directors all had appropriate executive suites---with windows--befitting their status. Compare that concern with the decision to put the OIS in the basement of the old building. What inference are we to draw from that?

4. It seems to me that if our needs were considered on an equal footing with the other DA offices, it would be a much fairer decision to split up some of the other offices and ask them to share the inconveniences, inefficiencies and unpleasant work environment of the basement rather than ask OIS to take it all. I worked in the basement of the old building earlier in my career. It is a stiffling, distasteful, unpleasant and work-retarding environment. Someone has to work there but why OIS. The decision has all the appearances of being a quick fix and easy way to solving the problem of not having enough space for everyone. If so, it is all the more distasteful. The signal this decision gives is what I resent most. If this decision stands, it will in a moment's notice destroy everything I have accomplished to date and have been trying to do. The new building has been hailed as a significant achievement, a tremendous effort to solve the many problems of inefficiency, distance, commuting time, etc., forced on us by decentralization. For OIS on the other hand, it will represent a step backwards. Instead of improving our work environment with its impact on efficiency and its impact on morale, the basement will worsen significantly what we already have. If given a choice, I believe my people would rather stay here than move to the basement.

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5. I urge you to ask  to reconsider the current decision to locate OIS in the basement of the old Headquarters building. If there is no other way that new building space allocated to the DA can be reconfigured to include our needs, then he should be asked to find more desirable space in the old building.

6. Harry, I am really quite upset by all of this because of what the decision does to our people. Until you personally put your stamp of approval on this plan, I will not accept it. If you do, I will support you, but frankly, my heart will not be in it.

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